

Job Description

Job Title: Science Technician

Responsible To: Curriculum Leader of Science / Senior Science Technicians

Main Purpose of the Job

- To support the teaching of Science within the College.

Job Dimensions

- Students: to act at all times for the benefit of the students of all ages and abilities;
- Staff: to work and liaise with all staff and agencies, working effectively with members, and working within Support Services;
- Resources: management of resources required for a Clerical Assistant within Support Services.

Key Accountabilities

Specific Tasks

- Help prepare and provide equipment and materials for practical class activities and advise teaching staff in the use of equipment or techniques and construct new equipment where necessary;
- Assist the Curriculum Manager/Heads of Subject/Senior Science Technicians where necessary with financial record keeping and the collection of monies;
- Help prepare and provide equipment and materials for practical class activities and advise teaching staff in the use of equipment or techniques and construct new equipment where necessary;
- Set out assessments in the Laboratory when needed and assist staff as requested in the classroom;
- Undertake the placing of orders and checking of deliveries and help maintain stock and inventory records and order materials;
- Clean, dismantle and store equipment and replenish materials;
- Undertake basic maintenance of equipment and/or arrangements for repairs;
- Keep up-to-date with curriculum development and help to organise the practical component of courses;
- Assist with the care of plants and animals kept in the Department;
- Participate in Department meetings by arrangement;
- Help clean Laboratories and Prep room areas and dispose of dangerous chemicals in accordance with Health and Safety regulations;
- Be up-to-date on and advise in Risk Assessment and Health and Safety policies (training can be provided);
- Implement Health & Safety and COSHH regulations in-line with Science Technician responsibilities;
- Undertake any other duties that the Line Manager believes reasonable;
- To act occasionally as a Cover Supervisor (please see attached Job Profile).

Staff Development

- To take part in training activities offered by the College and external agencies as identified through Performance Management

Other Professional Requirements

- To undertake First Aid training and act as a First Aider
- To operate at all times within the stated policies and practices of the College
- To establish effective working relationships and set a good example through own presentation and personal and professional conduct
- To endeavour to give every child the opportunity to reach their potential and meet high expectations;
- To be committed to safeguarding and promoting the welfare of students in all lessons and related activities and contribute positively and effectively to the Every Child Matters agenda and Keeping Children Safe in Education;
- To take responsibility for own professional development and duties in relation to College policies and practices
- To maintain good order and discipline among students and safeguard their health and safety both when they are authorised to be on the College premises and when they are engaged in authorised College activities elsewhere.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from the Principal to undertake work of a similar level that is not specified in the job profile. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Where such duties amount to more than a temporary adjustment to the main responsibilities of this job profile, it will be amended accordingly. It will anyway be subject to periodic amendment whenever circumstances or appraisal processes dictate changes in the post holder's role within the College.

Job Description

Job Title: Cover Supervisor

Responsible To: Assistant Head Support Services (Human Resources)

Main Purpose of the Job

- In the absence of the class teacher, to work as a Cover Supervisor in the College/Department under the supervisory arrangements established by the College;
- To play an important role in the College Cover system ;
- To play a full part in the life of the College and its community, to support its mission and ethos of realising potential and to be a role model for staff and students.

Job Dimensions

- Students: accountable for the oversight of learning and providing whole class supervision in the absence of the class teacher
- Staff: to work within the team of Cover Supervisors and liaise with all staff as appropriate
- Resources: management of the learning environment and resources.

Key Accountabilities

Specific Tasks

- To set work (including homework) previously prepared by the class teacher or curriculum leader;
- To develop curricular knowledge as required by the College;
- To apply the College's Behaviour policy;
- To undertake registration as required and in-line with College's Attendance and Registration policies;
- To follow the College's classroom protocol in-line with High Reliability;
- To accompany staff on educational visits and work under the direction of the trip organiser;
- To undertake exam invigilation when required, maintaining the rules set out by the external examination boards and in-line with College policy;
- To observe Health & Safety regulations at all times;
- To gain experience across all Departments.

Deployment of Resources

- To oversee the using of books and equipment as necessary and ensure that everything is returned to the appropriate place at the end of the lesson;
- To ensure that students tidy-up and leave the classroom in good order.

Communication

- To report any difficulties to the Curriculum Leader/Director of Year/Duty Team/Senior Supervisor/Assistant Head Support Services as appropriate;
- To return work etc to the class teacher/curriculum leader and inform him/her of the point reached by students;
- To liaise with Teaching Assistants during Cover lessons.

Quality Assurance

- To follow the HR protocols when guiding students eg re homework, behaviour in lessons

Staff Development

- To take part in training activities offered by the College and external agencies as identified through Performance Management.

Other Professional Requirements

- To undertake First Aid training and act as a First Aider
- To operate at all times within the stated policies and practices of the College
- To establish effective working relationships and set a good example through own presentation and personal and professional conduct
- To endeavour to give every child the opportunity to reach their potential and meet high expectations;
- be committed to safeguarding and promoting the welfare of students in all lessons and related activities and contribute positively and effectively to the Every Child Matters agenda and Keeping Children Safe in Education;
- To take responsibility for own professional development and duties in relation to College policies and practices
- To maintain good order and discipline among students and safeguard their health and safety both when they are authorised to be on the College premises and when they are engaged in authorised College activities elsewhere.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from the Principal to undertake work of a similar level that is not specified in the job profile. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Where such duties amount to more than a temporary adjustment to the main responsibilities of this job profile, it will be amended accordingly. It will anyway be subject to periodic amendment whenever circumstances or appraisal processes dictate changes in the post holder's role within the College.